

CONFIDENTIAL

3 October 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Increase in Table of Organization for the Management Analysis Office.

1. In a previous conversation with the Deputy Director (Administration), it had been tentatively decided that in lieu of a T/O increase for this office, consideration should be given to the utilization of Task Force personnel to assure adequate publications coverage. This has not proven successful, nor feasible, and therefore, it is requested that the Management T/O be increased by four positions, as follows:

- | | | |
|--|----------------------------------|---------|
| 1 - Organization and Methods Examiner | <i>Procedures</i> (publications) | - GS-12 |
| 1 - Publications Officer (editor) | <i>Procedures</i> | - GS-11 |
| 1 - Publications Officer (editor) | <i>Procedures</i> | - GS-9 |
| 1 - Publications Control Clerk | <i>Procedures</i> | - GS-7 |

2. There are actually four individuals devoting full time to publication of overt Agency Regulations, plus a considerable amount of time on the part of two Organization and Methods Examiners, so much so, that they cannot successfully carry out their principal assignments. The above does not take into account all the many hours spent by [] and myself in an effort to keep Agency publications current and effective.

3. The [] full-time employees now working on publications are charged against the existing T/O either as management analysts or as trainees as there are no slots to provide for this on the T/O. It is our opinion that the individuals who are devoting their full time to this important task should have a more stable status. However, I must admit that even with the increase of four positions, at least one and probably two trainees will still be needed to carry the workload for the next 12 months, and we will continue to rotate our trainees through the Publications Division to achieve that end.

4. We are considerably backlogged for the moment. However, the Deputy Management Officer and myself hope to be able to devote more time later in the week to the pending publications and get the majority of them current immediately.

5. As you know, the procedural section of the Agency Regulations has not been completed and published, and the delay is due entirely to the fact that the workload on current publications has not permitted sufficient time to complete the Procedures Manual.

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As to the Task Force and the complete rewrite of Covert Regulations, it has now been clearly established that the bulk of that work will have to be done by the various analysts in the office, and by whatever Task Force personnel we are able to get from the operating offices. While it is anticipated that the Publications Division will render full support for editing the products, securing concurrences, and getting the material printed, their efforts along this line are limited by the ability of the Task Force personnel to secure and coordinate the substantive material for publication.

6. This office has had a T/O of [redacted] since mid-1947, and I believe it has been somewhat overlooked while the Agency has quadrupled in strength. Further, I fear that all too frequently when the T/O for this office is discussed, an immediate assumption is made that all [redacted] are O&M examiners and I would like to clarify the composition of this office: Of the [redacted] one

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[redacted]

7. The present T/O is [redacted]

Increase request

New total

On duty

(Including trainees for other offices)

In process

(Two as trainees as above)

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8. Six individuals in the office are now classified as trainees and the first reassignment will take place approximately 15 October 1951, with two others scheduled for December assignments to other offices in CIA. The balance will be reassigned as they are trained, and new trainees brought in as fast as recruitment permits, but it is anticipated that by January we will be fortunate if we can carry more than four or five trainees at any one time.

9. It is requested, therefore, that the Management Analysis Office T/O be approved at [redacted] as attached Tab A, and that the trainee concept be continued and carried as seven positions against the Administrative Pool.

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[redacted]

Advisor for Management